

DEPARTMENT: County Counsel BY: Jeffrey G. Green PHONE: 209/966-3222

RECOMMENDED ACTION AND JUSTIFICATION: (Policy Item: Yes ___ No X)

Adopt this resolution approving the attached new class specification for the extra-help position of Head Start Cook at a salary of \$7.50 per hour.

BACKGROUND AND HISTORY OF BOARD ACTIONS: Per Mariposa County Personnel Policies and Procedures Handbook, Section 4.02 "Classification Plan Amendment: The Board may create new classes or revise or abolish existing classes."

This position is required to enable the Head Start Program to provide the required meals and snacks for children at the Head Start Center classrooms as well as to prepare and package nutritional meals for home delivery for the Head Start Socialization program. The Board has previously supported the Head Start Program, and Resolution 92-534 appropriated unanticipated revenues (\$240,986) and acceptance of a Financial Assistance Award from the U.S. Department of Health and Human Services, Administration for Children and Families regarding the Mariposa County Head Start Program.

LIST ALTERNATIVES AND CONSEQUENCES OF NEGATIVE ACTION:

Do not approve this proposed class specification and salary; this would preclude the ability to adequately staff the Head Start Program in Mariposa County.

Make any change to the class specification as deemed necessary.

COSTS: (X) Not Applicable
A. Budgeted current FY \$ _____
B. Total anticipated costs \$ _____
C. Required additional funding \$ _____
D. Internal transfers \$ _____

SOURCE: () 4/5ths Vote Required
A. Unanticipated revenues \$ _____
B. Reserve for contingencies \$ _____
C. Source description: _____
Balance in Reserve for Contingencies, if approved: \$ _____

SPECIAL INSTRUCTIONS:
List the attachments and number the pages consecutively:

CLERK'S USE ONLY:
Res. No.: 94-235 Ord. No. _____
Vote - Ayes: 4 Noes: _____
Absent: Frickson Abstained: _____
Approved _____ () Denied _____
() Minute Order Attached () No Action Necessary

The foregoing instrument is a correct copy of the original on file in this office.

Date: _____
ATTEST: MARGIE WILLIAMS, Clerk of the Board
County of Mariposa, State of California
By: _____
Deputy

ADMINISTRATIVE OFFICER'S RECOMMENDATION:
This item on agenda as:
 Recommended
 Not Recommended
 For Policy Determination
 Submitted with Comment
 Returned for Further Action

Comment: _____
A.O. Initials: [Signature]

MARIPOSA COUNTY

JOB TITLE: Head Start Cook

DESCRIPTION OF BASIC FUNCTIONS AND RESPONSIBILITIES

To prepare daily congregate meals using menus provided by Head Start Nutrition Consultant; to ensure such meals are served; to ensure raw foods, food service and housekeeping supplies are available as needed; to oversee and coordinate the activities of volunteers and kitchen employees; to perform daily and periodic kitchen area housekeeping tasks; to maintain daily records of meals served; and to submit required reports to the Head Start Health/Nutrition Coordinator. Employees in this classification receive limited supervision within a framework of standard policies and procedures. Employees in this classification may direct and oversee the work of others in a lead capacity. This job is responsible for the day-to-day activities and maintenance of the Head Start Center kitchens. Head Start program cooks work as part of the Head Start Center teams for the purpose of providing the optimal environment for the children enrolled.

SUPERVISOR: As Assigned

TYPICAL DUTIES:

- Prepare nutritional meals and snacks for children to be served at the Head Start Center.
- Prepare and package nutritional meals for home delivery for Head Start socializations.
- Order raw foods, food service, and housekeeping supplies from designated vendors and ensure their proper storage.
- Keep the kitchen and eating areas clean on a daily basis and perform periodic housekeeping tasks such as cleaning of refrigerators, freezers, food storage areas, shelves, windows, rugs, floors, and sanitizing trash cans.
- Ensure daily logs are maintained and submitted as required.
- Participates in approved training, staff meetings, and related activities.

MARIPOSA: Head Start Cook

EMPLOYMENT STANDARDS:

Knowledge of:

- food service delivery, kitchen sanitation laws and requirements, and current reporting and accounting requirements
- food values and nutrition
- California Environmental Health & Safety Codes

Ability to:

- prepare meals for a large number of people from a predetermined monthly menu
- prepare budget data and maintain cost control system
- maintain appropriate data to complete USDA food reimbursement documents
- maintain accurate inventories and pre-order all necessary food and supplies to ensure meals are served/delivered on a timely basis
- assure special menu constraints (i.e., food allergies) are adhered to in meal preparation and distribution
- maintain established standards of sanitation, safety and food preparation
- develop and test recipes and products
- lift up to 50 pounds
- understand and execute written and oral instructions
- prepare/check and approve daily logs and reports
- prepare simple written reports
- cooperate and participate in nutrition education activities for children, parents and staff
- model positive attitudes about eating and food preparation for children
- supervise and train volunteers

MARIPOSA: Head Start Cook

Ability to: (Cont'd)

- maintain good working relationships with diverse staff, parents, children, and the general public

MINIMUM QUALIFICATIONS:

Possession of:

- ability to obtain valid and current CPR and first-aid certifications
- an annual TB skin test or chest x-ray

AND

- graduation from high school or equivalent and one year of experience as a cook in the food service field. Completion of a child nutrition course is desired.